

## Ben Robertson Community Center HVAC Systems Replacement Request for Proposals

The City of Kennesaw, Georgia is requesting proposals from qualified and experienced mechanical firms to perform HVAC system replacements to the City of Kennesaw's Ben Roberson Community Center. The Ben Robertson Community Center is located at 2753 Watts Drive in Kennesaw, Georgia. The requirements for this project will include all labor, materials and supplies necessary to construct and complete this replacement project. Following final approval and sign-off of acceptance of the system, the Vendor shall invoice the City of Kennesaw for the HVAC units. Installation of the HVAC units shall begin within fourteen (14) days of the date the HVAC units are delivered to the Vendor from the manufacturer. All work should be completed by the end of August 2014 unless prior arrangements are made with the City.

Given the complexity of the project, a mandatory pre-bid meeting will be conducted on June 23, 2014 at 2:00 PM, on site at 2753 Watts Drive, to review Request for Proposal (RFP), the scope of the project, provide supporting documentation, to allow for a site review and to answer any questions. Attendance at the June 23, 2014 pre-bid meeting is mandatory for your proposal to be considered. Interested bidders will be provided a copy of the proposed specifications at the pre-bid meeting that will support your proposal preparation. The deadline for bid submittal is July 2, 2014 at 3:00 p.m. Contact Debra Taylor, City Clerk, at [dtaylor@kennesaw-ga.gov](mailto:dtaylor@kennesaw-ga.gov) to receive a copy of the RFP.

Sealed proposals must be received by the City of Kennesaw City Clerk's Office, 2529 J.O. Stephenson Avenue, Kennesaw, Georgia 30144 no later than 3:00 p.m. July 2, 2014. The sealed proposals must be labeled on the outside of the envelope **"Community Center HVAC"** in order to be considered. Any sealed proposals received with the incorrect labeling or from parties who did not attend the pre-proposal conference will not be considered. Proposals will be opened 3:00 p.m. July 2, 2014 in the City Hall Training Room. Proposals received after the deadline will not be considered. Proposals shall be good for a period of one hundred twenty (120) days from the opening of the proposals. The City of Kennesaw reserves the right to reject any or all proposals. The City will not be responsible for bidder's errors or misjudgment, nor any information on local conditions or general laws and regulations. The City also reserves the right to waive any informalities or technicalities relative to any or all proposals and to request any additional information or clarification deemed necessary for the evaluation of any proposal.